



# Parking Coordinator Module User Manual

*Version 1.0 7/2016*

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## 5.1 How to Login to the Parking Coordinator Module (Figure 1)

1) From the home page select the button labeled *Login – Click here to view, manage, and submit requests*



2) The Parking Coordinator Login Screen (Figure 1) will open

3) Enter the Account Number and Password that was provided to you by Parking Services

4) Click *Login*

*If you wish to change the password or forgot the password that was assigned to your account you may change it by clicking the “I forgot my password” link*

Figure 1

### 5.1.1 How to Reset Your Password (Figures 2, 3, & 4)

1) Click the “I forgot my password” link from the Login Screen (Figure 1/Section 5.1)

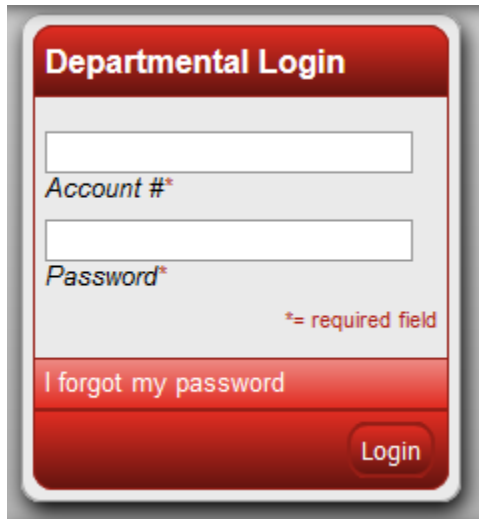
A screenshot of a web form titled "Departmental Login" in a red header. Below the header are two white input fields. The first field is labeled "Account #\*" and the second is labeled "Password\*". To the right of the password field, there is a red asterisk with the text "required field". At the bottom of the form, there is a red button labeled "Login" and a red link labeled "I forgot my password" above it.

Figure 2

2) Enter your account number\*\* into the field labeled *Account #* as shown in Figure 2

A screenshot of a web form titled "Password Reset" in a red header. Below the header, there is a paragraph of text: "To reset your password enter your account number below. You will then receive an email containing a link and instructions on how to complete the password reset process." Below this text is a single white input field labeled "Account #\*". At the bottom of the form, there is a red button labeled "Reset my password" and a red link labeled "I have a password reset key." above it.

Figure 2

3) Click *Submit*

4) If the account number was accepted you will see a message indicating that an email has been sent to you with a key to reset the password (Figure 3)

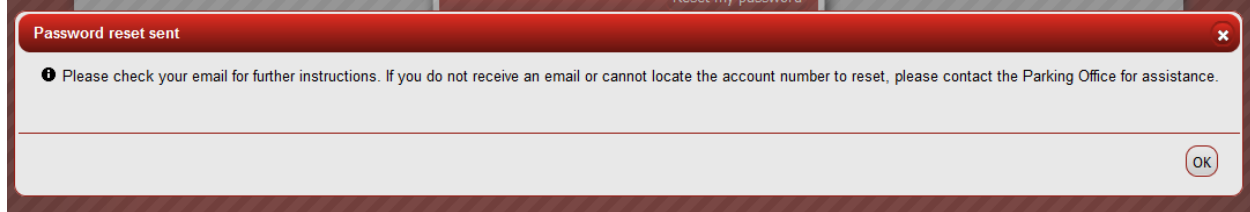


Figure 3

5) Once you receive the email, you may click the link provided in the email or copy and paste the key into the field labeled *Reset Key* (Figure 4)

#### EMAIL EXAMPLE:

"There was recently a request to reset the password on your parking account. If you initiated this request, you can complete the password reset process by clicking the following link. If you did not create this request, you can ignore this message, and this request will expire in 48 hours.

[http://yourwebsite.com/module.php?module\\_name=parkingcoordinator&cmd=forgot\\_pwd\\_reset\\_complete&key=iRoxWI5DPvf8vkEX%2BT0dE8mWz5R8Ygact6OC1JpA](http://yourwebsite.com/module.php?module_name=parkingcoordinator&cmd=forgot_pwd_reset_complete&key=iRoxWI5DPvf8vkEX%2BT0dE8mWz5R8Ygact6OC1JpA)

If the above link does not work for you, you can also go to <http://yourwebsite.com/web/>, and then click on the "login" link in the top right of the page. From there you will need to click on the "I forgot my password" link, followed by the "I have a password reset key" link. When prompted, enter the following reset key:

Reset Key: iRoxWI5DPvf8vkEX+T0dE8mWz5R8Ygact6OC1JpA"

A screenshot of a web-based form titled 'Password Reset' in a red header. The form has a grey background and contains the text: 'Please enter the password reset key that was emailed to you:'. Below this text is a white text input field. Underneath the input field is the label 'Reset Key\*'. At the bottom of the form is a red button labeled 'Reset my password'. To the left of the button is a red link that says 'I do not have a password reset key'.

Figure 3

**\*\*If you do not know your account number or you do not receive an email with the reset key, you must contact Parking Services to perform a password reset**

## 5.2 Viewing the Main Menu (Figure 5)

1) After logging in to the Parking Coordinator Module you will be presented with the Main Menu

The Main Menu consists of several links to help you navigate the Parking Coordinator Module

*Each menu item will be explained in detail in subsequent sections*

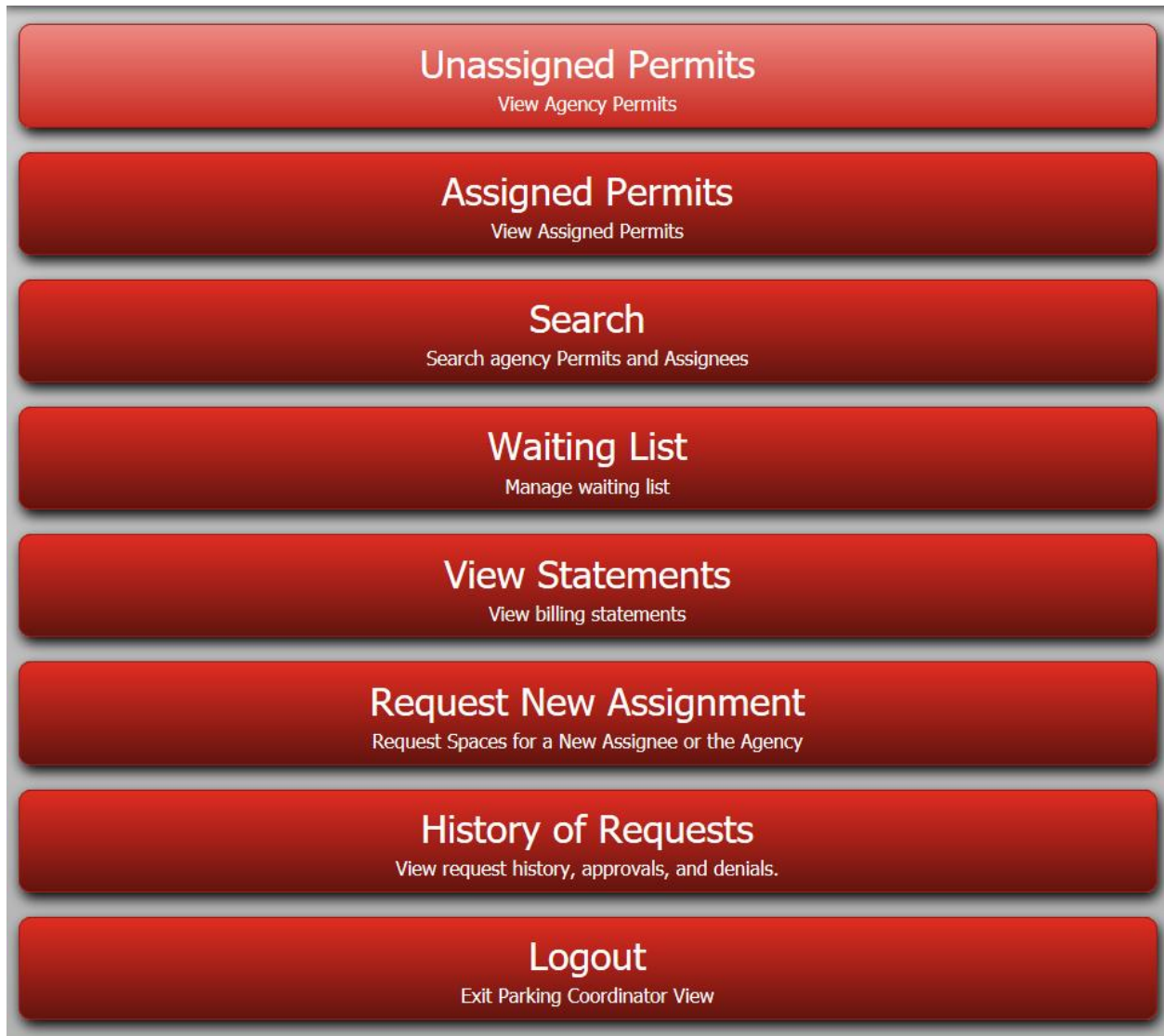


Figure 4

## 5.3 How to view the Unassigned Permits screen (Figure 6)

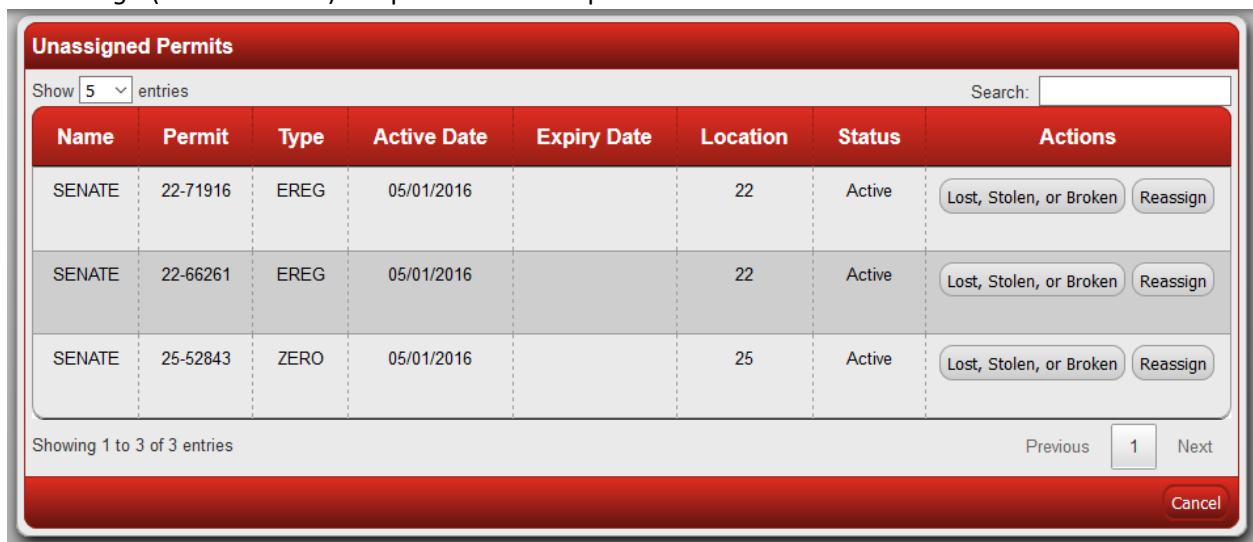
1) Click the *Unassigned Permits* link from the main menu (Figure 5)



Figure 5.1

2) A list of permits\* that are not currently assigned to a parker but are assigned to the agency that you are the parking coordinator for will open

3) For each unassigned permit, you can either report it *Lost, Stolen, or Broken* (Section 5.10.1) or request to *Reassign* (Section 5.10.2) the permit to a new parker

A screenshot of the "Unassigned Permits" screen. It features a red header bar with the title "Unassigned Permits". Below the header, there is a search bar and a "Show 5 entries" dropdown. The main content is a table with columns: Name, Permit, Type, Active Date, Expiry Date, Location, Status, and Actions. The table contains three rows of data, all for "SENATE". Each row has buttons for "Lost, Stolen, or Broken" and "Reassign". At the bottom, there is a pagination bar showing "Showing 1 to 3 of 3 entries", "Previous", "1", "Next", and a "Cancel" button.

Name	Permit	Type	Active Date	Expiry Date	Location	Status	Actions
SENATE	22-71916	EREG	05/01/2016		22	Active	Lost, Stolen, or Broken Reassign
SENATE	22-66261	EREG	05/01/2016		22	Active	Lost, Stolen, or Broken Reassign
SENATE	25-52843	ZERO	05/01/2016		25	Active	Lost, Stolen, or Broken Reassign

Figure 6

*\*You are not able to view other agencies available permits*

*If you are the parking coordinator for multiple agencies you must log into your parking coordinator account for each agency individually to view the unassigned permits*

## 5.4 How to view the Assigned Permits screen (Figure 7)

1) Click on the *Assigned Permits* button from the main menu

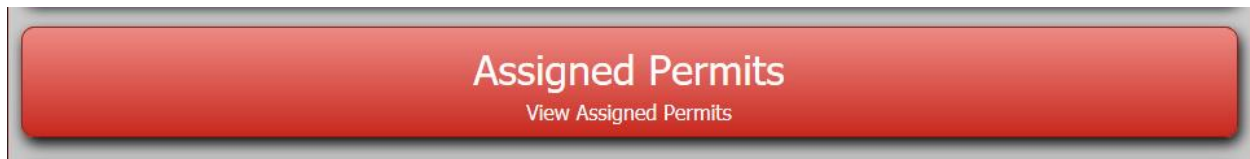


Figure 7.1

2) A list of results which will contain all active permits currently assigned to parkers within the agency that you are the parking coordinator for will open

Assigned Permits							
Show <input type="text" value="5"/> entries		Search: <input type="text"/>					
Name	Permit #	Type	Active Date	Expiry Date	Location	Status	Actions
BARKER , TRAVIS	25-4519911	ZERO	05/01/2016		25	Active	<div>View Account</div> <div>Lost, Stolen, or Broken</div> <div>Reassign</div> <div>Lot Transfer</div> <div>Terminate</div>
BINGHAM , ERIC	22-32198	EREG	11/26/2007		22	Active	<div>View Account</div> <div>Lost, Stolen, or Broken</div> <div>Reassign</div> <div>Lot Transfer</div> <div>Terminate</div>
BLACK , RICHARD	25-55985	ZERO	10/22/2012		25	Active	<div>View Account</div> <div>Lost, Stolen, or Broken</div> <div>Reassign</div> <div>Lot Transfer</div> <div>Terminate</div>
BOLSTAD , JOANNA	21-56869	EREG	03/01/2013		21	Active	<div>View Account</div> <div>Lost, Stolen, or Broken</div> <div>Reassign</div> <div>Lot Transfer</div> <div>Terminate</div>
BORTZ , DAVID	21-33292	EREG	01/02/2008		21	Active	<div>View Account</div> <div>Lost, Stolen, or Broken</div> <div>Reassign</div> <div>Lot Transfer</div> <div>Terminate</div>
Showing 1 to 5 of 99 entries					Previous	<input type="text" value="1"/>	2 3 4 5 ... 20 Next

Figure 8



On this screen for each record you can:

View the Account of the parker that the permit is assigned to (Section 5.10)

Report the permit Lost, Stolen, or Broken (Section 5.10.1)

Reassign the permit to a new/different parker (Section 5.10.2)

Request a Lot Transfer\* (Section 5.10.3)

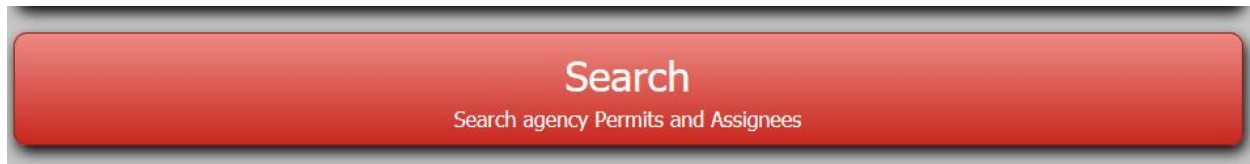
Terminate the employee permit (Section 5.10.4)

\*If there are unassigned permits in the agency

## 5.5 How to Search Accounts and Permits (Figures 8 & 9)

*Search permits or employee accounts belonging to the agency you are the parking coordinator for*

1) Click the *Search* button from the main menu.



2) The Search Criteria Form will open

3) Fill out the form with search criteria

*In any free form text field (First Name, Last Name, Email, Phone #, or Permit #) you can perform a wildcard search*

*To perform a wildcard search you can type as few as one letter followed by an asterisk (\*) so searching for A\* in the First Name Field will give you results of all accounts where the first name on the account starts with the letter A*

*At least one search criteria must be present in order to search, but you can search with as many combinations of criteria as you like*

4) Click the *Search* button

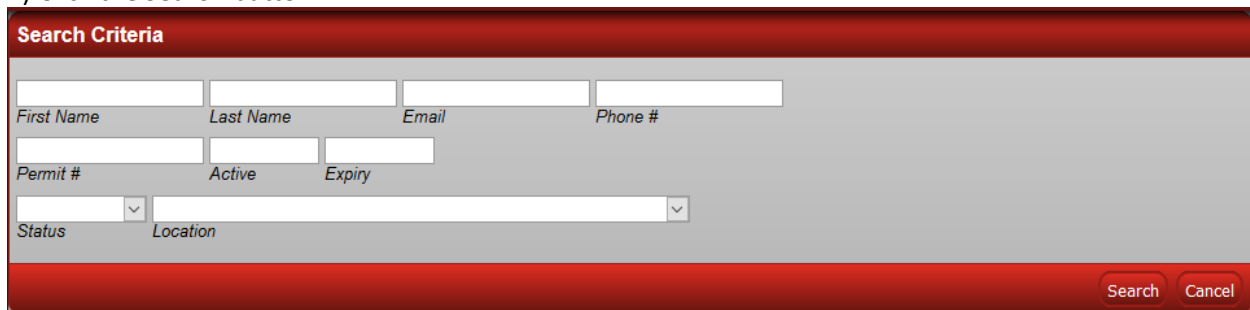
A form titled "Search Criteria" with a red header. It contains several input fields: "First Name", "Last Name", "Email", "Phone #", "Permit #", "Active", "Expiry", "Status" (with a dropdown arrow), and "Location" (with a dropdown arrow). At the bottom right are "Search" and "Cancel" buttons.

Figure 9

4) The search results grid will open (Figure 9)

Search Results										Done
Show 15 entries		Search:								
Name	Permit #	Type	Active Date	Expiry Date	Location	Status	Email	Phone	View Record	
BOLSTAD, JOANNA W	21-56869	REG	03/01/2013		21	ACTIVE	jbolstad@senate.virginia.gov	804-698-7410	<a href="#">View Account</a>	
BORTZ, DAVID W	21-33292	REG	01/02/2008		21	ACTIVE		804-698-7474	<a href="#">View Account</a>	
CARTER, BARBARA S	21-21616	REG	01/03/2006		21	ACTIVE		804-698-7410	<a href="#">View Account</a>	
EBBIN, ADAM P	21-5284311	REG	05/01/2016		21	ACTIVE		804-698-7530	<a href="#">View Account</a>	
EDWARDS, VIRGINIA A	21-24011	REG	01/03/2006		21	ACTIVE		804-698-7442	<a href="#">View Account</a>	
FINCH, BLADEN C	21-68366	REG	03/01/2015		21	ACTIVE		804-698-7410	<a href="#">View Account</a>	
Fodrey, Jamie B	21-70048	REG	10/01/2015		21	ACTIVE	jfodrey@merig.com	804-698-7692	<a href="#">View Account</a>	
GREENOUGH, MARK K	21-52110	REG	06/01/2013		21	ACTIVE		804-698-1964	<a href="#">View Account</a>	
HAAS, SALLY N	21-28564	REG	01/01/2016		21	ACTIVE	SHAAS@SENATE.VIRGINIA.GOV	804-698-7446	<a href="#">View Account</a>	
HATFIELD, NATHAN A	21-70298	REG	09/01/2015		21	ACTIVE	NHATFIELD@SENATE.VIRGINIA.GOV	804-698-7410	<a href="#">View Account</a>	
HENDERSON, SUSAN M	21-62435	REG	01/01/2016		21	ACTIVE	SCMHENDERSON@GMAIL.COM	804-698-7400	<a href="#">View Account</a>	
HUBER, SARAH I	21-62260	REG	02/01/2014		21	ACTIVE		804-698-7440	<a href="#">View Account</a>	
HUNDLEY, HENRY B	21-28852	REG	12/07/2015		21	ACTIVE	BOULEVARD06@VERIZON.NET	804-698-7447	<a href="#">View Account</a>	
KENNINGTON, CHARLES B	21-70903	REG	10/08/2015		21	ACTIVE	ckennington@sfc.virginia.gov	804-698-7480	<a href="#">View Account</a>	
LACY, MARIBETH P	21-71022	REG	10/01/2015		21	ACTIVE	MLACY@SENATE.VIRGINIA.GOV	804-698-7450	<a href="#">View Account</a>	
Showing 1 to 15 of 724 entries						Previous 1 2 3 4 5 ... 49 Next				Cancel

Figure 10

### 5.5.1 How to view a Specific Account (Figure 10)

The account view contains contact information, any permits on the account, as well as ticket information if there are any tickets on the account

A specific permit can be viewed by navigating to an individual account screen. This can be done either from a search result (Figure 9) or from the assigned permits grid (Figure 7).

- 1) Click View Account from a search result or from the assigned permits result grid
- 2) The Employee Account View will open (Figure 10)

The screenshot displays the 'Account # 25709' interface. It features three main sections: 'Primary Contact', 'Permits', and 'Tickets'. The 'Primary Contact' section shows details for Travis Barker, including his home address and a custom field for the building. The 'Permits' section contains a table with one permit entry and associated actions like 'Lost, Stolen, or Broken', 'Reassign', 'Lot Transfer', and 'Terminate'. Below the table is a vehicle information section with fields for Plate #, State, Make, Model, Color, and an 'Edit Vehicle' button. The 'Tickets' section shows a table with one ticket entry. A 'Cancel' button is located at the bottom right of the interface.

**Account # 25709**

**Primary Contact**

**TRAVIS BARKER**

Home  
Jefferson Building  
1220 Bank Street  
Richmond, VA 23219  
Custom Field(s)  
BUILDING: Jefferson Building

Edit Contact

**Permits**

Permit #	Type	Status	Active Date	Exp Date	Location	Amount	Actions
25-4519911	ZERO	Active	05/01/16		21	\$0.00	Lost, Stolen, or Broken Reassign Lot Transfer Terminate

Plate # State Make Model Color Edit Vehicle

234342	VA	Fiat	Panda	Yellow	Edit
--------	----	------	-------	--------	------

Add Vehicle

**Tickets**

Ticket #	Issue Date	Violation	Location	Plate #
51221	07/11/16	No Valid Permit Displayed	JAMES MADISON DECK (LOT 17)	234342

Cancel

Figure 11

From the account view several actions can be performed, these are:

*Edit Contact*

*Report a permit Lost, Stolen, or Broken\**

*Request a Reassignment\**

*Request a Lot Transfer\**

*Request to terminate the permit\**

*Add a vehicle to a permit\**

*Edit a vehicle\*\**

*\*if there is an active permit associated with the account*

*\*\*if there is an active permit with a vehicle associated with the account*

## 5.6 How to view the Waiting List (Figure 11)

*Parking coordinators can use the waiting list to internally monitor requests or other information*

1) Click Waiting List from the main menu



2) The Waiting List will open (Figure 11)

A screenshot of the "Waiting List" interface. It features a red header bar with the title "Waiting List". Below the header is a search bar and a "Print" button. The main area contains a table with columns: Priority #, Name, Location, Custom 1, Custom 2, Custom 3, Custom 4, Comment, and Actions. The table has one data row with values: 1, Name, Location, Custom 1, (empty), Custom 3, (empty), Comment, and Edit/Delete buttons. At the bottom, there is a status bar showing "Showing 1 to 1 of 1 entries", navigation buttons "Previous" and "Next", and "Cancel" and "Add" buttons.

Priority #	Name	Location	Custom 1	Custom 2	Custom 3	Custom 4	Comment	Actions
1	Name	Location	Custom 1		Custom 3		Comment	Edit Delete

Figure 12

### 5.6.1 Add a new entry to the Waiting List (Figure 12)

1) Click the *Add* button on the lower right hand corner of the waiting list (Figure 11)

*A form will open that has fields for Priority, Name, Location, four custom fields, and a comment*

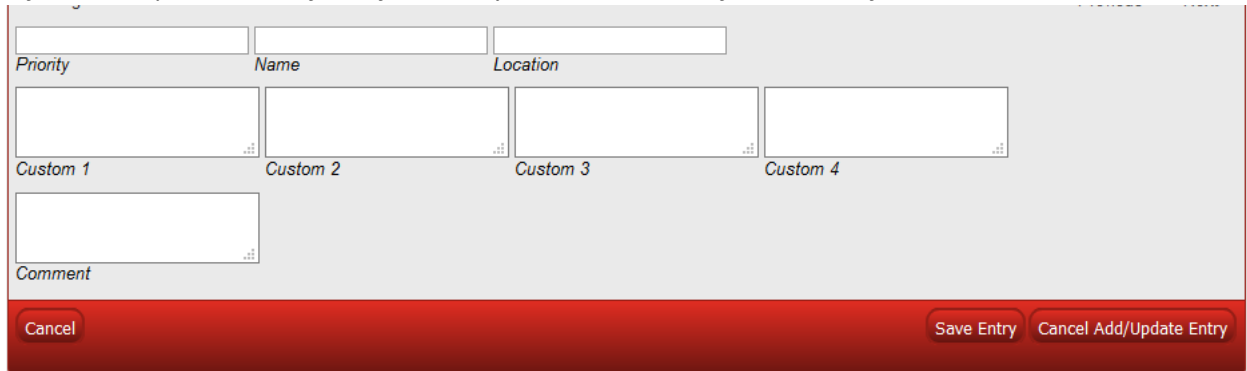


Figure 13

*All items on this form are optional except Priority which must have a numeric value (1, 2, 3...)*

*All fields except Priority are free form and you can enter any value*

2) Enter information into the form fields

3) Click *Save Entry* to save the entry

OR

3a) Click *Cancel Add/Update Entry* to close the form and discard any unsaved changes

### 5.6.2 How to Edit a Waiting List Entry

*Once an entry is added into the waiting list grid you can choose to edit it*

1) Click the button labeled *Edit* to the right of the entry you wish to change (Figure 11)

*The same form will open that does for when you add a new entry (Figure 12) except it will be pre populated with the information for the entry you are editing*

2) Click the button labeled *Update Entry* in the lower right corner to save the updates

OR

2a) Click the button labeled *Cancel Add/Update Entry* to close the form and discard any unsaved changes

### 5.6.3 How to Delete a Waiting List Entry

1) Click the button labeled *Delete* to the right of the entry you wish to delete (Figure 11)

2) The entry will be removed from the grid (this cannot be undone)

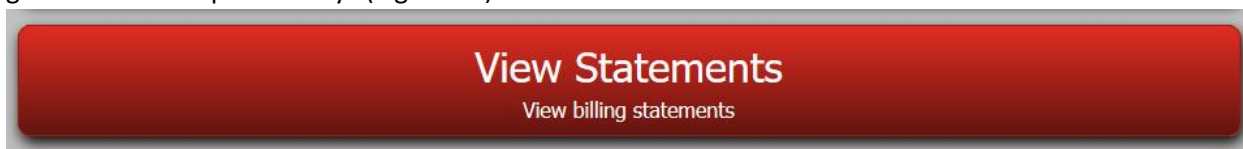
### 5.6.4 How to Print the Waiting List

1) Click the *Print* button in the upper left hand corner (Figure 11)

*This button will use the print command of the browser you are using*

## 5.7 How to view Statements (Figure 13)

1) Click the *View Statements* button on the main menu you can view agency statements that were generated in the past 90 days (Figure 13)



2) A window containing a list of statements ran in the last 90 days will appear

Statements		
Date	Filename	Action
04/04/2016	DGS ACCOUNT BILL.pdf	<button>View Statement</button>
05/03/2016	DGS ACCOUNT BILL.pdf	<button>View Statement</button>
05/08/2016	DGS ACCOUNT BILL.pdf	<button>View Statement</button>
06/08/2016	DGS ACCOUNT BILL.pdf	<button>View Statement</button>
		<button>Cancel</button>

Figure 14

### 5.7.1 How to Open and Print a specific statement

#### 5.7.1.1 How to open a statement

1) Click the *View Statement* button to the right of the statement you wish to view (Figure 13)

2) A new tab will open with the pdf statement

*The pdf will open in the browsers corresponding pdf viewer*

#### 5.7.1.1 How to print a statement

##### 5.7.1.1.1 How to print a pdf in Internet Explorer

##### 5.7.1.1.2 How to print a pdf in Mozilla Firefox

1) In the top right of the pdf locate the grey bar containing the print button (Figure 15)

2) Click the print button and follow any prompts

*If you cannot see the print icon pressing the Ctrl + P button at the same time will also open the print dialog*



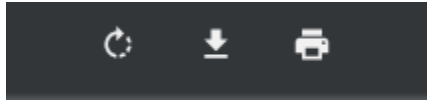
Figure 16

#### 5.7.1.1.3 How to print a pdf in Google Chrome

1) In the top right locate the grey bar with the print icon (Figure 16)

2) Click the print icon and follow any prompts

*If you cannot see the print icon pressing the Ctrl + P button at the same time will also open the print dialog*



## 5.8 How to Request New Assignment (Figure 16)

1) Click the *Request New Assignment* button on the main menu.



2) You will be brought to a form where you can submit a request for new assignments (spaces) in a specific lot. (Figure 16)

Figure 17

3) Select the Lot that your agency is requesting spaces in from the *Lot #* dropdown

4) Select the number of spaces from the *Number of Spaces* dropdown

*\*default is 0 and the maximum is 12*

5) Optionally add a comment to the request for parking services to view

6) Click *Submit* to send the request

OR

6a) Click *Cancel* to go back to the main menu without sending the request

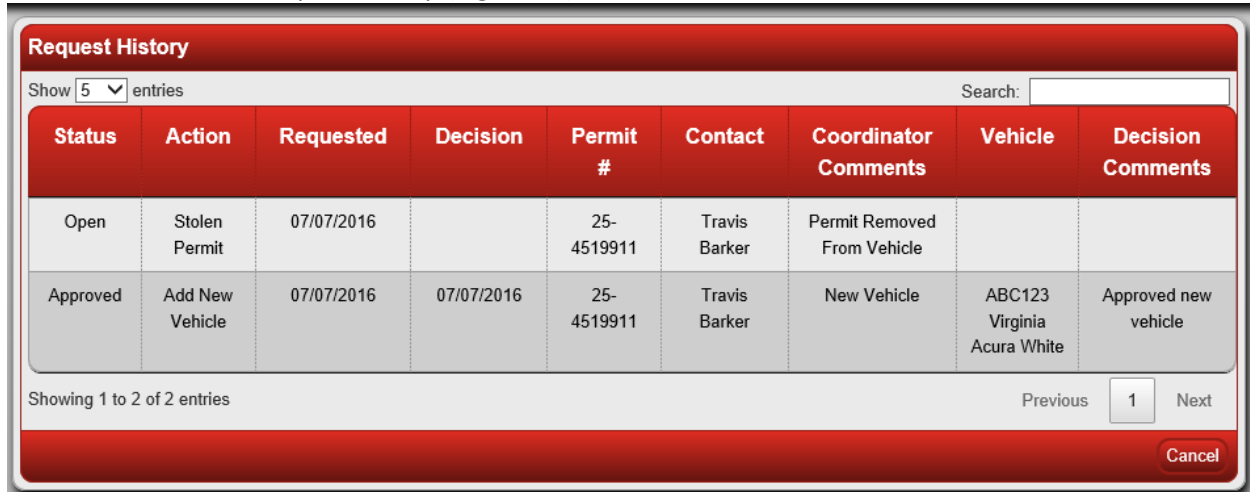


## 5.9 How to View the Request History (Figure 17)

1) Click the *Request History* button on the main menu.



2) You will be brought to a table of requests that are default sorted by the date the request was created with the most recent request on top (Figure 17)



Status	Action	Requested	Decision	Permit #	Contact	Coordinator Comments	Vehicle	Decision Comments
Open	Stolen Permit	07/07/2016		25-4519911	Travis Barker	Permit Removed From Vehicle		
Approved	Add New Vehicle	07/07/2016	07/07/2016	25-4519911	Travis Barker	New Vehicle	ABC123 Virginia Acura White	Approved new vehicle

Figure 18

### 5.9.1 How to change the number of entries that are visible

1) Change the value in the *Show X entries* dropdown

### 5.9.2 How to Filter/Search the Request History Results

1) In the top right corner locate the text box labeled Search

2) Enter the Search criteria into the text box (as you type results will be filtered)

### 5.9.3 How to Sort the Request History Results

1) Locate the column that you wish to sort

2) Click on the column header (Status, Action, Requested, Decision...)

3) The columns will be ordered in ascending or descending order

*For example, if you click the permit number field the results will be sorted by the Permit # smallest to largest, if you click it again they will be sorted in the opposite order*

### 5.9.4 How to Navigate History Request Results when there are multiple pages

1) Select either the *Previous* link to go back one page

2) Select the *Next* link to go forward one page

3) Select the number of the page to jump to that page of results

## 5.10 How to view a specific permit (Figure 18)

- 1) Navigate to the account view (Figure 10/Section 5.5.1)
- 2) Locate the box labeled *Permits* (Figure 18) which contains details of permits associated with the account

Permit #	Type	Status	Active Date	Exp Date	Location	Amount	Actions
25-4519911	ZERO	Active	05/01/16		21	\$0.00	<div>Lost, Stolen, or Broken Reassign Lot Transfer</div> <div>Terminate</div> <div>Plate # State Make Model Color Edit Vehicle</div> <div>Add Vehicle</div>

Figure 19

### 5.10.1 How to Report a Lost, Stolen, or Broken Permit (Figure 19)

- 1) Navigate to the account view (Figure 10/Section 5.5.1)
- 2) Click the Lost, Stolen, or Broken button
- 3) This will open a page titled Lost, Stolen, or Broken Permit (Figure 19)
- 4) Select the type of request: *Lost, Stolen, or Broken*

**Lost, Stolen, or Broken permit**

Submit a permit as Lost, Stolen, or Broken. Parking Services will invalidate this permit and issue another permit in it's place.

Type of Request:\*

☐ Lost ☐ Stolen ☐ Broken

**Permit #: 25-4519911**

Comment

**Vehicle(s):** Add

Plate #	State	Plate Type	Make	Model	Color
---------	-------	------------	------	-------	-------

Cancel Submit

Figure 20

- 5) Enter a comment into the comment box for Parking Services to view (Optional)
  - 6) Add a vehicle by clicking the *Add* button which will open a form to enter vehicle information (Optional)
  - 6a) Click *Save* to add the vehicle to the table
  - 8) Click *Submit* to send the request
- OR
- 8a) Click *Cancel* to go back without sending the request

### 5.10.2 How to Reassign a Permit (Figure 20)

- 1) Navigate to the permit you want to reassign. You can do this either in the Unassigned grid (Figure 6/Section 5.3), Assigned grid (Figure 7/Section 5.4), or by navigating to the account view (Figure 10/Section 5.5.1).
- 2) Locate and click on the Reassign button
- 3) A page titled *Reassign Permit: New Assignee* will open

**Reassign Permit: New Assignee**

**Permit #: 25-4519911**

Last Name\* First Name Middle Name

Building\*

Richmond Virginia 23219  
City State Zipcode

Work Phone Alt Phone

Email

Employee ID Generic ID

Comment

**Vehicle(s):**

Plate #	State	Plate Type	Make	Model	Color
---------	-------	------------	------	-------	-------

Figure 21

- 4) Fill out the form with the information of the employee the permit is being reassigned to  
*Last Name* and *Building* are required all other fields are optional
  - 5) Enter a comment into the comment box for Parking Services to view (Optional)
  - 6) Add a vehicle by clicking the *Add* button which will open a form to enter vehicle information (Optional)
  - 6a) Click *Save* to add the vehicle to the table
  - 7) Click *Submit* to send the request
- OR
- 7a) Click *Cancel* to go back without sending the request

### 5.10.3 How to Request a Lot Transfer

- 1) Navigate to the permit that you are submitting a lot transfer request for. You can do this either in the Assigned grid (Figure 7/Section 5.4) or by navigating to the account view from search results (Figure 10/Section 5.5.1)
- 2) Locate and Click on the Lot Transfer button
- 3) The Reassign Permit: Lot Transfer form will open

**Reassign Permit: Lot Transfer**

**Permit #: 25-4519911**

BARKER TRAVIS  
*Last Name\* First Name Middle Name*

Jefferson Building/1220 Bank Street  
*Building\**

City Virginia Zipcode  
*State*

Work Phone Alt Phone

Email

Employee ID Generic ID

Comment

22 - 7TH & MARSHALL DECK  
*Transfer to Lot #*

**Vehicle(s):** Add

Plate #	State	Plate Type	Make	Model	Color
---------	-------	------------	------	-------	-------

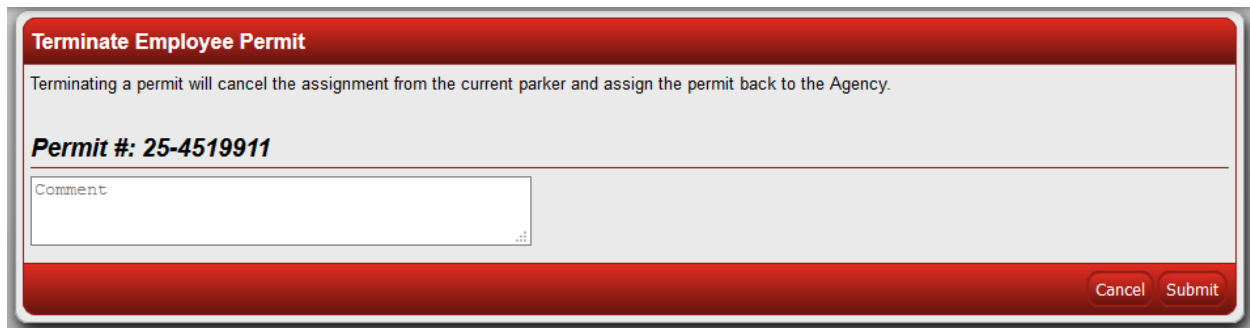
Cancel Submit

Figure 22

- 4) Update any information in the form, if needed
  - 5) Select which lot they are transferring to from the *Transfer to Lot #* dropdown
  - 6) Enter a comment into the comment box for Parking Services to view (Optional)
  - 7) Add a vehicle by clicking the *Add* button, a form will open to enter vehicle information (Optional)
  - 7a) Click *Save* to add the vehicle to the table
  - 8) Click *Submit* to send the request
- OR
- 8a) Click *Cancel* to go back without sending the request

#### 5.10.4 How to Terminate a Permit (Figure 22)

- 1) Navigate to the terminate permit form. You can do this either in the Assigned grid (Figure 7/Section 5.4) or by navigating to the account view from search results (Figure 10/Section 5.5.1)
- 2) From the assigned grid or account view: Click the Terminate button corresponding with the permit you are terminating
- 3) The Terminate Employee Permit form will open



**Terminate Employee Permit**

Terminating a permit will cancel the assignment from the current parker and assign the permit back to the Agency.

**Permit #: 25-4519911**

Comment

Cancel Submit

Figure 23

- 4) Optionally enter a comment for Parking Services to view
  - 5) Click *Submit* to send the request
- OR
- 5a) Click *Cancel* to go back without sending the request

### 5.10.5 How to Add or Edit a Vehicle (Figure 23)

1) Navigate to the permit you want to add or update a vehicle on.

You can do this either in the Unassigned grid (Figure 6/Section 5.3), Assigned grid (Figure 7/Section 5.4), or by navigating to the account view (Figure 10/Section 5.5.1).

The screenshot shows a 'Permits' window with a table of permits. The first row is highlighted. To the right of the table, there are buttons for 'Lost, Stolen, or Broken', 'Reassign', 'Lot Transfer', and 'Terminate'. Below these buttons is a section for vehicle information with fields for 'Plate #', 'State', 'Make', 'Model', 'Color', and an 'Edit Vehicle' button. At the bottom of this section is an 'Add Vehicle' button.

Permit #	Type	Status	Active Date	Exp Date	Location	Amount	Actions												
25-4519911	ZERO	Active	05/01/16		21	\$0.00	<div>Lost, Stolen, or Broken Reassign Lot Transfer Terminate</div> <div><table><tr><th>Plate #</th><th>State</th><th>Make</th><th>Model</th><th>Color</th><th>Edit Vehicle</th></tr><tr><td>VEHICLE</td><td>VA</td><td>Acura</td><td></td><td></td><td>Edit</td></tr></table></div> <div>Add Vehicle</div>	Plate #	State	Make	Model	Color	Edit Vehicle	VEHICLE	VA	Acura			Edit
Plate #	State	Make	Model	Color	Edit Vehicle														
VEHICLE	VA	Acura			Edit														

2) Click on Add Vehicle to add a new vehicle to the permit

OR

2a) Click on Edit Vehicle to change vehicle information on an existing vehicle

This is a close-up of the vehicle information section from the previous screenshot. It shows a table with columns: Plate #, State, Make, Model, Color, and Edit Vehicle. The first row contains the values: VEHICLE, VA, Acura, and an Edit button. Below the table is an 'Add Vehicle' button.

Plate #	State	Make	Model	Color	Edit Vehicle
VEHICLE	VA	Acura			Edit

Add Vehicle

3) The Add Vehicle/Edit Vehicle form will open

The screenshot shows the 'Add Vehicle' form. It has input fields for 'Plate #', 'State' (with a dropdown menu showing 'Virginia'), and 'Plate Type' (with a dropdown menu). Below these are fields for 'Make' (with a dropdown menu showing 'Select Make'), 'Model', and 'Color' (with a dropdown menu). There is also a 'Comment' field with a text area. At the bottom right are 'Cancel' and 'Submit' buttons.

Add Vehicle

Plate #\* State\* Plate Type\*

Make\* Model Color

Comment

Cancel Submit

Figure 24

4) Enter required fields: Plate #, State, Plate Type, and Make

5) Enter any optional fields: Model or Color

6) Optionally enter a comment for Parking Services to view

7) Click *Submit* to send the request

OR

7a) Click *Cancel* to go back without sending the request



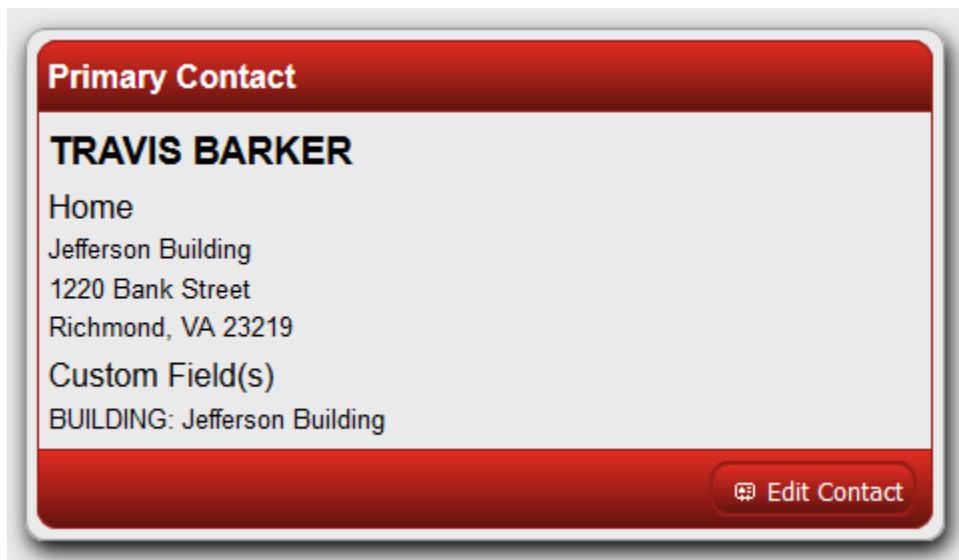
### 5.10.6 How to Edit a Contact (Figure 24)

1) Navigate to the account view of the permit you want to add or update a vehicle on

You can do this either in the Unassigned grid (Figure 6/Section 5.3), Assigned grid (Figure 7/Section 5.4), or by navigating to the account view (Figure 10/Section 5.5.1).

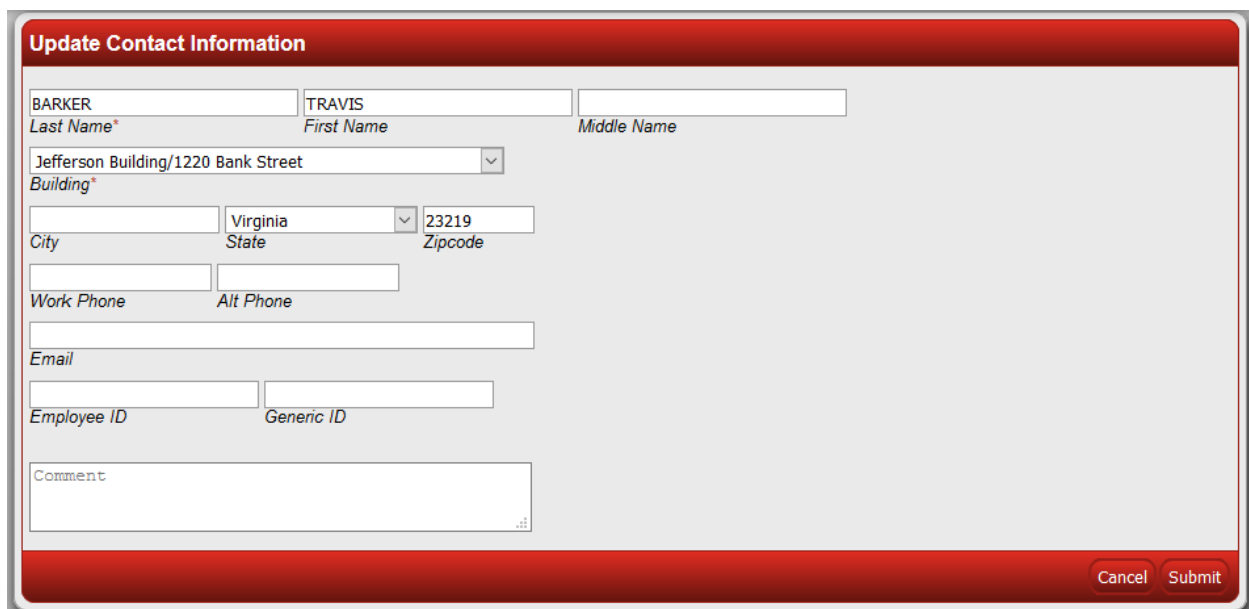
2) Locate the Primary Contact box

3) Click Edit Contact



The image shows a 'Primary Contact' box with a red header. The contact name is 'TRAVIS BARKER'. Below the name, the address is listed: 'Home', 'Jefferson Building', '1220 Bank Street', 'Richmond, VA 23219'. There is a section for 'Custom Field(s)' with the value 'BUILDING: Jefferson Building'. At the bottom right, there is a red button labeled 'Edit Contact'.

4) The Contact Edit form will open



The image shows the 'Update Contact Information' form. It has a red header. The form contains several input fields: 'Last Name\*' (BARKER), 'First Name' (TRAVIS), 'Middle Name' (empty), 'Building\*' (Jefferson Building/1220 Bank Street), 'City' (empty), 'State' (Virginia), 'Zipcode' (23219), 'Work Phone' (empty), 'Alt Phone' (empty), 'Email' (empty), 'Employee ID' (empty), 'Generic ID' (empty), and a 'Comment' text area. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Figure 25

5) Fill out the form with the information of the employee that needs to be updated

*Last name and Building are required all other fields are optional*

6) Optionally enter a comment into the comment box for Parking Services to view

7) Click *Submit* to send the request

OR

7a) Click *Cancel* to go back without sending the request

## 5.11 How to Logout (Figure 25)

1) Navigate to the Main Menu by clicking the Home Link at the top of the page

2) Click the *Logout* Button



Figure 26

3) You will be returned to the Home screen